



Winchester Parks & Recreation Department
 1001 East Cork Street • Winchester, VA 22601
 (540) 542-0153 • wincparks@winchesterva.gov



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The Winchester Parks & Recreation Department (WPRD) offers the Summer Fun Day Camp for children usually beginning the Monday following the last day of school for the City of Winchester. The camp is supervised and is designed to be recreational, educational and fun.

Hours: Monday through Friday from 7:00 a.m. to 6:00 p.m.

Ages: 4 years, 11 months old and have not yet turned 12 years old as of June 11, 2007

Maximum Accepted: 75 children accepted daily on a first come, first serve basis

Activities: Indoor and outdoor games, swimming, field trips, special events and presentations, arts and crafts and much more. Swimming days will be held twice a week at the outdoor pool in Jim Barnett Park and field trips and/or special presentations are held once a week.

Food: Children will need to bring a complete lunch with a drink each day along with two snacks with drinks to have - one for a morning snack and one for an afternoon snack.

Dates:

Week 1	June 11-15	VA Avenue Charlotte DeHart Elementary
Week 2	June 18-22	VA Avenue Charlotte DeHart Elementary
Week 3	June 25-29	VA Avenue Charlotte DeHart Elementary
Week 4	July 2-3, 5-6	VA Avenue Charlotte DeHart Elementary
Week 5	July 9-13	Quarles Elementary
Week 6	July 16-20	Quarles Elementary
Week 7	July 23-27	Quarles Elementary
Week 8	July 30-Aug 3	Quarles Elementary
Week 9	August 6-10	Quarles Elementary
Week 10	August 13-17	Quarles Elementary
Week 11	August 20-24	War Memorial Building

The program is licensed by the Virginia Department of Social Services.



Transportation: Transportation will not be provided on field trip days for any children attending summer school. Parents will be responsible for making arrangements for their children on this day. They may choose to bring their child(ren) to camp or the field trip (if we are on a field trip at the particular time summer school lets out), or may choose another arrangement for their child(ren) that day. Transportation will be provided by the Winchester Public School System for all other days of the week to bring them from their summer school site to the camp site.

Goal: The goal of Summer Fun Day Camp is to provide an environment for children that:

- 1) is safe, supervised and fun;
- 2) provides a chance to develop new interests, friendships and skills;
- 3) offers the chance to participate in various recreational activities;
- 4) enhances socialization by participating in special events, presentations and field trips;
- 5) offers a caring, trained staff.

Maintaining an average adult to child ratio of 1 to 18 - 1 to 20 carries out this goal. There will be at least one staff member on site at all times who is certified in CPR, First Aid and Daily Health Observation. No child shall be excluded on the grounds of race, color, national origin or handicap from participation in Summer Fun Day Camp.

Established Lines of Authority: The Director of the Winchester Parks & Recreation Department (Brad Veach) is responsible for the total operation of Summer Fun Day Camp. The Special Populations Director for the department, (Stephanie Frazier) oversees the operation of the program and the staff that work at the sites. The camp directors are in charge of the daily operation and implementation of services provided at the site, while the appropriate number of assistants work with the directors to meet staff/child ratio requirements.



A child must be registered for camp before he/she will be allowed to attend. Any outstanding fees for any WPRD program must be paid in full before a child can be registered. Children can be registered for the entire summer or for any weeks that they will be able to attend.

Where: Parents may register children only at the Winchester Parks & Recreation Department office in the War Memorial Building, 1001 East Cork Street, Winchester, VA

When: Monday - Friday from 8:00 a.m. - 5:00 p.m., beginning May 7th. Children should be registered one week in advance for any week they will attend. *No registrations or reserving spaces by phone will be accepted.*

Note: Registration is first come, first serve and is accepted until all spaces are filled. All past participants must be re-registered each year.

The following must be received before registration will be accepted:

- 1) Summer Fun Day Camp enrollment form, weekly registration, t-shirt and photo permission form, and swimming/sunblock permission form. *All forms must be completed fully, no incomplete information will be accepted. Please complete all information requested. If forms are incomplete they will be returned to you and your child will not be registered until everything is complete and turned in.*
- 2) A copy of your child's school entrance physical examination and immunization records, if we do not have a copy of them or if any child has significant changes on them.
- 3) A proof of identity for every child, that must include place of birth, date of birth, birth identification number and the date issued.
- 4) \$5.00 non-refundable registration fee for each child.
- 5) Payment for Week 1.
- 6) Any outstanding WPRD program balances that have not been received.

If your child has previously attended either Summer Fun Day Camp or the ETC program, all health records and proof of identity should be on file. If not, please provide a copy.



Resident Fee: \$90.00 a week, per child

Non-Resident Fee: \$95.00 a week, per child

Note: The full weekly fee must be paid regardless of the number of days or the amount of time your child will attend for the week.

To reserve a spot for additional weeks, cost is \$5.00 per week, per child.

Sibling Discount: \$5.00 discount given for siblings.

Financial Assistance: Available through the Winchester Department of Social Services, 662-3807.

Payment: The initial payment will be made at the Parks and Recreation Department office and payments thereafter may be made at the program site. All checks should be made payable to Winchester Parks & Recreation or (WPRD). Fees are due the Monday prior to the week in which your child will attend. If payment is not received at this time, your child will not be permitted to attend camp the following week.

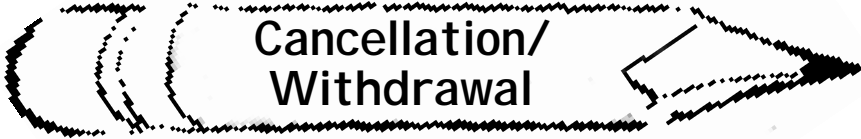
Insurance: Supplemental accident and liability insurance is included in your fee. Participation in additional insurance is not mandatory.

Late Fee: Payments not received by the due date will be assessed a \$25.00 monthly late fee at the end of the month and your child will not be permitted to attend the program until fees are paid. After two consecutive late payments, your child may then be dismissed from the program. If a child is terminated, you will still be responsible for all previous amounts due.

Additional Fees: May sometimes be collected for field trips or other activities.

Tax ID: For tax purposes the Winchester Parks & Recreation Department's tax identification number is 54-6001683.

Waiting List: If camp is full and there is a waiting list, we will not call to remind you if fees are not paid by the due date, your child will automatically be removed from the list and the next person on the list will be notified.



Cancellation/ Withdrawal

Cancellation/Withdrawal: If your child has been signed up for a week and you know that he/she will not be able to attend, please call 542-0153 at least one week prior to the week your child was to attend. If you have paid for a specific week in advance and your child will not be able to attend, your payment can be transferred to the next week in which your child is registered. We will only transfer payment one time for the summer and only if one week's notice has been given.

Exceptions may be made only in the event of illness or emergency. However, if your child is on the camp roster for the week with their fee paid and does not attend with no call that he/she would not be there, the fee will not be refunded. If a child is signed up for a week and does not attend, with no call, you will still be charged the weekly fee. If a child does not show up for camp repeatedly and fees have not been paid, your child will be removed from the camp list for the remainder of the summer.

Parents wishing to withdraw a child from the program are requested to give a one-week written notice before withdrawal. All outstanding fees must be paid. The written notice should be addressed to: Child-Care Programs Director, 1001 East Cork Street, Winchester, VA 22601.

Space for the camp is limited and in order to accommodate everyone, these guidelines have been established and will be enforced.



Program Hours and Site Information

Monday - Friday
7:00 a.m. - 6:00 p.m.

Weeks 1 - 4:

Virginia Avenue Charlotte DeHart Elementary School
550 Virginia Avenue
(540) 974-2934

*Please use the entrance to the rear of the building.
The program's main location will be in the cafeteria.*

Weeks 5 - 10:

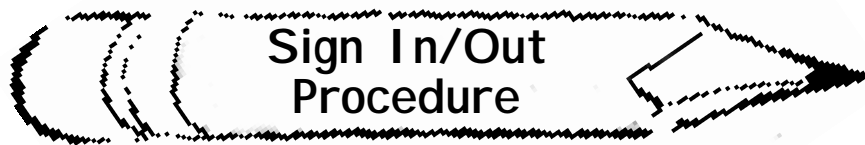
Quarles Elementary School
1310 South Loudoun Street
(540) 974-5856

The program's main location will be in the cafeteria.

Week 11:

War Memorial Building
Jim Barnett Park
1001 East Cork Street
(540) 662-4946

Please use the side entrance of the building nearest the outdoor pool parking lot. The program's main location will be in the George Washington Room.

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Sign In/Out Procedure

Parents/guardians or other persons listed on the enrollment form are required to sign their child(ren) in and out of the program each day on the designated form. Children may be signed into and out of camp at any time throughout the day. Children will not be allowed to walk into the program by themselves unless there is a permission form on file, signed by the parent/guardian. Please make every attempt to walk your child into the program. If a child is listed on the camp roster and does not arrive, the staff will first call the parent/guardian and if needed will then call the emergency contact persons to find out why the child is not in the program. If a suitable answer is not obtained, the Winchester Police Department may be notified.

Anyone picking up a child must be designated on the authorized pick up section of the enrollment form and be 18 years or older. Anyone not listed for authorized pick up will be allowed to sign the child out only with written permission from the parent. If someone comes to pick up a child without written permission, the parent will be contacted before the child will be released. If parents contact staff by phone, staff will verify the request with a return phone call before the child will be released. If a child is to walk home or to any other activity, a note must be sent by the parent/guardian in order for a child to be released to do so.

Once a child is signed out of the program, the parent then assumes full responsibility. Please do not allow your children to go through the school or disobey the program rules while they are leaving. No children will be allowed to leave the school unattended. After a child has been signed out and has left, they may not return to the program unattended.

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Traffic Safety and Abuse/Neglect

Traffic Safety: In order to protect children from traffic hazards the following procedures will be implemented:

- When children arrive and have been signed in by an approved adult, they will be greeted by a staff member and oriented to join the group.
- Children will be permitted to leave after being signed out and they must walk out with an adult.
- At any time that children will be moving from one area to another the group will be kept together and will be monitored by staff.
- Staff will keep the camp roster with them at all times and head counts will be conducted to keep an accurate count of all children.

Child Abuse/Neglect: All program staff will be trained in recognizing and reporting child abuse. Any suspected child abuse or neglect will be reported to the program director by program staff. The program director will then notify the Department of Social Services. All child-care workers are mandated by the State of Virginia to report suspected cases.



The Summer Fun Day Camp program closes at 6:00 p.m.

Procedures: If a child has not been picked up at this time, staff will attempt to contact the parent/guardian. If they cannot be reached, staff will then contact the emergency persons listed on the child's enrollment form to have the child picked up. For this reason it is important for parents to let the emergency contact persons know they have been listed. All emergency contacts should live within the immediate area in case they need to come pick the child up. In the event that no one can be reached after several attempts within thirty minutes of closing time, the Winchester Police Department and/or Social Services will be notified.

Fees: We understand that emergencies do arise, therefore, we will not charge for the first late pick up. However, any time after that there is a late fee for picking children up after 6:00 p.m.

A \$5.00 late fee will be charged for each child for the first 1 - 15 minutes after our closing time and \$1.00 per minute after that. Late fees should be paid at the time of pick up or will be added to the fee for the following week. Repeated late pick ups and/or failure to pay late fees may result in the parent being asked to find alternative child-care.



Personal Belongings: A designated area will be set aside for children's belongings. All children are encouraged to store and keep all belongings together. Winchester Parks & Recreation is not responsible for any lost or stolen items.

Proper Clothing: Please dress your child(ren) appropriately for any type of weather conditions and for outdoor and sports-type activities. Children should either wear or bring tennis shoes to the program daily.

Lunch: All children must bring a complete lunch with a drink each day that does not require refrigeration and that is clearly labeled for identification. Parents will be notified if an occasion arises that will not require children to bring a lunch.

Snacks: Along with lunch, children should bring two snacks with drinks each day. Time will be given each day for a morning snack and an afternoon snack.

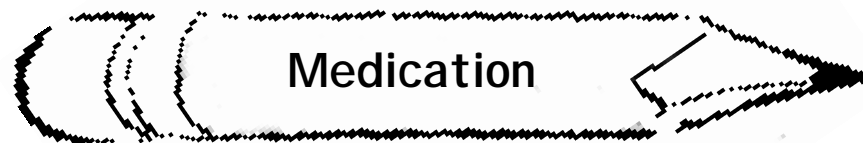


Illness: Please do not send your child to the program while sick or if he/she is not completely recovered from being sick. If a child becomes ill during their time at Summer Fun Day Camp, the parent/guardian will be notified and asked to pick up their child as soon as possible. If they cannot be reached, the emergency contact persons will be notified.

Illness is determined by any one of the following conditions: temperature of 100 degrees or above, vomiting, diarrhea, severe coughing or sore throat, contagious diseases, severe itching of the body or scalp and any other condition that the staff feel are appropriate.

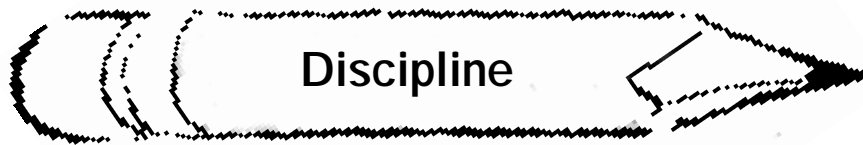
If a child in the program has a communicable disease, parents are urged to notify the staff so other parents can be notified.

Emergency: In the event of a serious emergency or injury, the parent/guardian will be contacted immediately. If they are unable to be reached, the emergency contacts will be notified. With such an event, staff will call 911. Program staff will conduct immediate medical care which will follow standard first aid procedures (attend to the situation, check breathing and pulse and have child remain calm and stationary until rescue personnel arrive). If a child has to be hospitalized, a staff member will accompany the child to the nearest hospital (Winchester Medical Center). The program director will be notified. A report on the accident will be written by staff and given to the director within two days.



Prescription and non-prescription medications shall be given to a child according to the following guidelines and only with written authorization from the parent/guardian.

- If your child will require medication, please notify the camp director so that forms can be issued to you to be completed and kept on file with the camp.
- An authorization for medication (short-term) allows staff to administer medications for a period not exceeding 10 days. After 10 days, if additional medication is needed, another form will need to be completed.
- Long-term prescription drugs may be administered with written authorization from the child's parent and physician.
- Medication should be given directly to the camp director in its original container with the prescription or direction label attached.
- The original container must be clearly labeled with the following information:
 1. child's full name
 2. physician's name and telephone number
 3. name of medication
 4. dosage amount and times to be given
 5. date of expiration
- Children will be assisted with taking medication according to the physician's instructions and the procedure will be observed and recorded by a staff member.
- All medications will be stored in a locked container.
- After all medication has been taken, the empty container will be given to the parent and if more medication is needed, a new prescription should be given to the camp director.



Summer Fun Day Camp general rules and consequences for breaking the rules will be established by the children and the staff on the first day of camp. The following is a list of behaviors and incidents that will automatically be subject to immediate disciplinary action (including suspension or dismissal) and that will not be tolerated in the Summer Fun Day Camp program:

- Cursing, use of profanity
- Displaying obscene gestures
- Back talking, disrespect for authority or other children
- Fighting with other children or program staff
- Throwing objects
- Defacing school/program property (parents will be responsible for damages)
- Disregard for program rules or staff directions
- Failure to follow other program rules
- Possession of alcohol or drugs
- Violation of the weapons policy
- Acts or threats of violence (written or verbal), or bodily harm directed toward others
- Any other serious act which, in the opinion of the program staff, threatens the overall safety of the children and staff

The rules are expected to be followed and will be reviewed at the beginning of each week. Disciplinary action will take place in certain circumstances, with the intent of bringing about a positive change in the child's behavior.

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If your child is having any behavioral problems or breaks a rule and disciplinary action is needed, the following procedures will occur:

- Staff will attempt to correct the problem by talking to your child, giving a verbal warning and by having them take responsibility for their actions. Staff will then re-direct the child to a more appropriate behavior.
- If the inappropriate behavior continues, staff will give the child time out according to their age and the parents will be informed.
- If the time out does not provide the solution, an incident report documenting the child's behavior will be written and will require a parent signature. Staff will speak to the parent about the behavior.
- If a second incident report is necessary, staff will again speak with the parent or may also contact the parent by phone to discuss the situation. The parent will also be informed in writing by the program director that if a third incident report is written and if behavior does not improve, the next time will result in an automatic one-week suspension from the program.
- If the inappropriate behavior continues resulting in a third incident report, the program director will notify the parent to discuss suspension procedures.
- After returning from the one-week suspension, future behavioral problems will ultimately lead to other action, including dismissal from the program.

If behavioral problems do arise with your child, we ask for your support in handling the situation. Advice may also be sought from other people to recommend possible solutions. Corporal punishment is never an acceptable form of discipline. Children will not be physically or verbally punished nor will lunch or snack be withheld as a means of punishment.

Suspension and Dismissal

Our staff strives to provide the best service possible to maintain a child in the program. We will make every attempt to work with you and your child to achieve a desirable solution to any problems. However, in some cases, our program may not be the best-suited one for your child. When all of the discipline procedures have taken place to correct the child's behavior and the child still fails to comply with program policies the following will occur:

1. After a third incident report has been written and the program director and parent have discussed the situation, suspension procedures will begin.
2. In all but the most extreme cases, the parent will be given at least 24 hours notice to find alternative child-care. A follow-up letter will be sent to the parent advising of the suspension.
3. The suspension time will be used to discuss any more possible solutions to the behavior problems.
4. The child may return to the program after the suspension time is over.
5. If problems persist after the child returns, and all possible solutions have been attempted, the child will then be dismissed from the program.
6. The parent will be notified in writing of the dismissal. In all but the most extreme cases, the parent will be given at least 24 hours to find alternative child-care.
7. Once a child is dismissed from the program, each situation will be handled individually by the program director to determine when and/or if the child will be able to return to the program.

Just as a child can be dismissed from our program due to their own behavior problems, a child may also be dismissed for any inappropriate behavior of a parent/guardian. The inappropriate behavior may include becoming hostile with our staff and/or children in the program by using inappropriate, abusive language, obscene gestures, or any other action that is threatening or not suitable for the program environment.

Weapons Policy

In accordance to Winchester Public Schools policy on Weapons in School, "Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited and grounds for disciplinary action." Such dangerous devices or weapons include, but are not limited to:

- Any pistol, shotgun, stun gun, taser, revolver, or other firearm listed in section 22.1-277(D) of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle.
- Toy guns or look-alike guns
- Any knives or razors
- Slingshots
- Brass knuckles
- Any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely.
- Any throwing star or oriental dart.
- Any destructive devices such as explosives or bombs.

Violations: Disciplinary action will be taken by the program director and the child will be suspended out of the program no less than one week, with the possibility of dismissal. The school principal will also be notified and an incident report will be written.

Grounds For Automatic Dismissal: Occurrence of a second violation and the use of any of the above weapons to threaten or intimidate any person or persons in the school building or in the program, including staff, will be automatically dismissed from the program. Any such occurrence will be reported to the Winchester Police Department and to the school principal. Any other serious occurrences with any of the above mentioned devices or weapons will result in automatic dismissal of the child from the program and will be reported to the Winchester Police Department, the school principal and to the School Board office.

Note: The above mentioned devices or weapons will be confiscated by the program staff and turned over to the police department.



Parents will receive a weekly schedule that will list the field trip and/or special presentation for each week. All information pertaining to the trip or presentation will be provided.

Staff will take head counts when all children have boarded the bus and counts will be taken throughout the trip and upon boarding for the return trip. A list of children attending will be kept with staff on the bus and during field trips at all times.

Transportation will be provided by the Winchester Transit System and/or the Winchester Parks & Recreation Department.

Children must follow bus rules for the safe transportation of them to the location. Children will be informed of the following rules prior to each trip:

1. Children must remain seated at all times.
2. Children must obey the bus driver and the program staff.
3. Children must speak in a quiet voice, yelling will not be accepted.
4. All hands and other objects must stay inside the bus windows at all times.
5. Inappropriate language, fighting and breaking any other program rules will not be tolerated.



General Rules and Regulations:

1. Please walk at all times.
2. No jumping or diving from sides.
3. No horseplay (no dunking or throwing people).
4. No inflatables in main pool.
5. No hanging on ropes.
6. No food in pool.
7. No masks, fins or snorkels allowed in the pool.
8. Proper swim attire must be worn.
9. No playing on guard chairs.
10. Only lap swimming and diving board use in deep end.
11. Sunbathing allowed in grassy areas only.
12. Balls and toys allowed in Baby Pool ONLY.
13. No smoking allowed in any part of the facility.
14. Children 10 and under must be supervised by an adult 18 years of age or older at all times.
15. Adult swim is restricted to persons 18 years of age or older.
16. Diapers must have a plastic cover or swim diapers must be worn.

Diving Area Rules:

1. Only one person on board.
2. Only one bounce on board.
3. Straight off board.
4. No handstands, inwards or fancy dives.
5. No running on board.
6. No goggles or t-shirts.
7. Do not dive until the person in front of you gets to the ladder.

Slide Rules:

1. Must be 48" to go on slide.
2. Only one person down the slide at a time.
3. Feet first at all times (no spinning).
4. Listen to attendant on slide.
5. No goggles, t-shirts or sunglasses.
6. No catching people at bottom.

Baby Pool Rules:

1. No one over the age of 6 permitted. NO EXCEPTIONS!
2. Toys and flotation devices allowed but can be removed at the lifeguard's discretion.



Winchester Parks & Recreation strives to provide children with a safe atmosphere and a fun experience at Summer Fun Day Camp. In helping us to accomplish this, we ask that you openly communicate with the staff and advise us if there are any major changes occurring in your child's life. This will assist us in providing the best care to fit the needs of your child.

You will continually be kept informed of your child's development, adjustment and behavior.

We also encourage you to share your thoughts and ideas with us in order to make this a successful program.



FIELD TRIP/TRANSPORTATION RELEASE: The parent/guardian gives authorization for the child to participate in field trips sponsored by the program and to be transported from each particular site and back by means of either school bus, the Winchester Transit System or the Winchester Parks & Recreation Department.

ILLNESS NOTIFICATION: Program staff agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian agrees to pick the child up as soon as possible or arrange to have an adult pick the child up.

MEDICAL/EMERGENCY RELEASE: The parent/guardian gives authorization, at their own expense, for the program staff to obtain immediate medical treatment for the child should any emergency occur when he/she cannot be located immediately. It is also understood that if the child needs to be transported to a medical facility, that decision will be made by the rescue personnel who respond to the call and permission is also granted to do so. While the child is receiving medical attention, staff will again attempt to reach the parent/guardian. If unsuccessful, the emergency contact persons listed will be notified and a staff member will accompany the child until someone arrives. If there is an objection to obtaining emergency medical treatment, a statement will be obtained from parent/guardian stating the objection and the reason for the objection.

PERMISSION/LIABILITY RELEASE: The parent/guardian agrees to adhere to all of the policies listed in the parent handbook. He/she gives approval for the child's participation in any and all events and activities associated with the program. He/she assumes all risks and hazards incidental to such participation and waive, release, absolve, indemnify and agree to hold harmless the City of Winchester and the Winchester Parks & Recreation Department for any accident or injury to his/her child or caused by his/her child to others where neglect is not a factor.

COMMUNICABLE DISEASE: The parent/guardian agrees to inform program staff within 24 hours or the next business day after his/her child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.